

## Field Maintenance Report Form

Person Calling: \_\_\_\_\_

Date/Time Called: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Operator Responding: \_\_\_\_\_

Date/Time Responded: \_\_\_\_\_

Total Field Time: \_\_\_\_\_

Total Travel Time: \_\_\_\_\_

**Service Calls**

Type of System: \_\_\_\_\_

**Meter Readings** (refer to ETM/CT Log & Worksheet)

Days Since Last Reading: \_\_\_\_\_

Today's CT: \_\_\_\_\_

Today's ETM: \_\_\_\_\_

Frequency (CT/Days): \_\_\_\_\_

☐ Normal ☐ High ☐ Low

Duration (Min./Cycle): \_\_\_\_\_

☐ Normal ☐ High ☐ Low

Typical average daily flow: \_\_\_\_\_

Typical average weekly flow: \_\_\_\_\_

**Pump Test**

Pump #1: Tank Pump

Voltage at Rest: \_\_\_\_\_

Voltage while Pumping: \_\_\_\_\_

Amps while Pumping: \_\_\_\_\_

Pumping Head (Ft.): \_\_\_\_\_

Shutoff Head (Ft.): \_\_\_\_\_

Drawdown Time (Min. &amp; Sec.): \_\_\_\_\_

Drawdown Depth (inches): \_\_\_\_\_

Pump #2: Discharge Pump

Voltage at Rest: \_\_\_\_\_

Voltage while Pumping: \_\_\_\_\_

Amps while Pumping: \_\_\_\_\_

Pumping Head (Ft.): \_\_\_\_\_

Shutoff Head (Ft.): \_\_\_\_\_

**Odor**Normal: ☐ Musty ☐ Earthy ☐ MoldyPungent: ☐ Sulfite ☐ Cabbage ☐ Decay

Method of Detection: \_\_\_\_\_

**Squirt Height:** \_\_\_\_\_**Valve Position at Departure**Hose & Valve Assembly: ☐ Open ☐ ClosedEnd of Laterals: ☐ Open ☐ Closed**Control/Alarm Switch at Departure**MOA: ☐ Manual ☐ Off ☐ AutoCB: ☐ On ☐ Off**Repair:** \_\_\_\_\_**Replace:** \_\_\_\_\_**Observation:** \_\_\_\_\_**Action:** \_\_\_\_\_**Comment:** \_\_\_\_\_**Alarm Call Addendum****Conditions Leading to Call**☐ Alarm☐ Tank Overflow☐ Odor☐ Surface Runoff☐ Noise☐ Sewage Backup☐ Other: \_\_\_\_\_**Odor**Normal: ☐ Musty ☐ Earthy ☐ MoldyPungent: ☐ Sulfite ☐ Cabbage ☐ Decay

Date/Time Discovered: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Method of Detection: \_\_\_\_\_

**Alarm**☐ High Liquid Level☐ Low Liquid Level☐ Off**Pump**☐ On☐ Off**Tank Liquid Level**☐ Normal☐ High☐ Low**Circuit Breaker**☐ On☐ Off☐ Tripped☐ Switched**Cause of Malfunction****Mechanical**☐ Control Panel☐ Pump☐ Float Switch☐ Screened Vault☐ Hose & Valve☐ Check Valve☐ Building Sewer☐ Service Line☐ Other: \_\_\_\_\_**Physical or Process-Related**☐ Power☐ Back Pressure☐ Air Bound☐ Sludge & Scum☐ Clog☐ Infiltration/Inflow☐ Exfiltration☐ Siphoning☐ Other: \_\_\_\_\_**Repair:** \_\_\_\_\_**Replace:** \_\_\_\_\_